

Housing Commission Meeting Minutes for March 9, 2022

Location: Walter Stiles Conference Room, City Hall, 2nd floor

I. Meeting called to order at 5:04pm

II. Welcome and Roll Call

o Members Present:

1. Jean Mugabo
2. Jessica Margeson
3. Kate Marquis - alternate
4. Peter Capano
5. Joe Wichert - alternate
6. Zach Palmer
7. Chris Wellington

o Guests Present:

Shannon MacLeod, Mayor's Office
Tammy Zamoyski, SNHPC
James Vayo, SNHPC

III. Approval of Prior Meeting Minutes – 2/23/22 – 5:08

- o Commissioner Wichert suggested added “regarding the zoning rewrite” to the end of his comment (IV:b-third bullet) for clarity.

MOTION: to approve the February 23, 2022 Housing Commission Meeting Minutes as amended made by Commissioner Wellington and seconded by Commissioner Palmer. Motion passed unanimously.

IV. Southern New Hampshire Planning Commission (SNHPC) Presentation

Tammy Zamoyski, Regional Planner, and James Vayo, Project Manager gave a presentation on the Regional Housing Needs Assessment the Southern New Hampshire Planning Commission is currently undertaking.

NHRSA 36:47(II) requires that “For the purpose of assisting municipalities in complying with RSA 674:2, III(I), each regional planning commission shall compile a regional housing needs assessment, which shall include an assessment of the regional need for housing for persons and families of all levels of income.” RSA 36:47(II) states that the regional housing needs assessment shall be updated every 5 years and made available to all municipalities in the planning region.

Topics covered in the presentations include Partners, Scope of Work, Existing Conditions and Historic Trends, Housing Choices and Opportunities, Demographic Projections (via consultant), Fair Housing and Equity Assessment (via consultant), RSA 674:59 NH Fair Housing Law, and NH RSA 672:1 III (E) General Powers of Planning/Zoning.

The Commission can spread the word and share the public survey at snhphousing.org through the end of March. Sign up for email updates on the website.

- Questions and discussion during the presentation. Commissioners Wellington and Margeson asked how the unhoused are counted for projecting future housing needs. SNHPC responded that it is difficult to count the unhoused, but they do include discussion with services providers working with the unhoused to help get a more accurate count.
- Commissioner Margeson asked how SNHPC gets input on housing solutions. SNHPC said they take suggestions, organize focus groups, surveys. Commissioner Margeson offered to organize a local Manchester focus group and organize data for them.
- Commissioner Wichert asked if data will show the percentage of workforce housing broken out by town. SNHPC said the data will be coming from consultant so not sure yet.
- Commissioner Mugabo asked if the report will give suggestions for the city. SNHPC said suggestions will be made, but SNHPC will not tell you what/how to implement.
- Commissioner Palmer asked if the Commission could get raw data broken out by town. SNHPC said yes. There will be a lot of analytical data and analysis available.
- Commissioner Wellington asked when the last assessment was done. SNHPC wasn't sure of exact dates but roughly, 2015 for the last update, 2010/2011 for the last full assessment.
- Commissioner Margeson asked if ADA requirements were figured into the assessment. SNHPC said not actively, but would be interested in including if there's a known user group in the Manchester area.
- Commissioner Wichert asked if there was another Housing Commission in the region. SNHPC said not in our region, very few overall.
- Chair Capano asked what the timeline is for getting the assessment out to communities. SNHPC gave a rough timeline of census data in April, June/July the consultants reports in, Summer will be writing the report using the data, with the final report out in the fall.
- Commissioner Wichert asked if Manchester might be able to get early data as zoning ordinances are being updated now. SNHPC said possibly raw data and census data is public.

Discussion as group on setting healthy ratios for affordable housing, commission ratio recommendations may differ from regional, new construction happening in the city, regional incentives.

- Commissioner Palmer shared that NH Employment Security has housing stock broken down by house type on their site at: <https://www.nhes.nh.gov/elmi/products/cp/index.htm>

V. Old Business – 6:00

a. Bylaws

- Commissioners reviewed suggestions made by City Solicitor's office after reviewing the February 23, 2022 Bylaws Draft.
- Changes made to the February 23, 2022 draft included:
 - VI:C and VI:F – change the number needed for a quorum from 4 to 3
 - Deleted Section I:C
 - Deleted last sentence of Section VII:Recusal
- Chair Capano asked the Commission if there should be a way to make a determination included in the last sentence of Section VII:Recusal. After some discussion, Commissioner Wellington suggested the phrase “by majority vote” be added directly after the word “determination” in the last sentence.
- Chair Capano asked if the language could be the same on page 4, Section XII: Amendments A and B. After some discussion, Commissioner Wellington suggested changing Section XII: Amendment B to match the language used in Amendment A “by a four-fifths vote of the voting members present,” removing “the entire regular membership of the Housing Commission,” from Amendment B.
- There was some discussion on Section III:B:3 and Section XI:Housing Commission Fund. Discussion led to re-examining the document in one year to see if adjustments need to be made. Also discussion on amending the document with these changes and adopting at the next meeting or moving to adopt now with outlined changes.

Motion: Commissioner Wellington motioned to adopt the Housing Commission Bylaws as amended March 9, 2022. Commissioner Mugabo seconded. Motion passed unanimously.

b. Code-A-Palooza™

Several members shared their observances and experience at Code-A-Palooza held March 7th and 8th. Zoning Ordinance revision timeline can be found at <https://www.manchesternh.gov/Departments/Planning-and-Comm-Dev/Land-Use-Code>

There was some discussion by members on how to get information out to the public. This discussion rolled right into agenda item VI:a Facebook.

VI. New Business – 6:15

a. Facebook

- Shannon MacLeod from the Mayor's Office described some of the City social media guidelines/rules. As a new Commission there is no available sponsoring department available, complicating access to the City website.
- Commissioner Marquis explained that it is necessary to have Housing Commission meetings on the City Calendar along with agendas and minutes available on the website.
- Chair Capano asked for placards for vehicles.
- Commissioner Marquis to work with Shannon MacLeod to get meetings posted.

b. Member Committees and next steps

- Commissioner Wichert suggested that each Commissioner think of goals and how we measure those goals for discussions next meeting.
- **Next Meeting March 23rd, 5pm, Walter Stiles Conference Room, 2nd Floor, City Hall**

VII. Other Business/Motion to Adjourn

Motion: Commissioner Palmer motioned to adjourn the meeting. Commissioner Wellington seconded. Motion passed unanimously.

Meeting is adjourned at 6:36pm